



## NATIONAL SCIENCE FOUNDATION

ANNOUNCEMENT NUMBER S20010133  
DIRECTOR, DIVISION OF HUMAN RESOURCE DEVELOPMENT  
DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES  
Arlington, Virginia 22230

### APPLICATIONS DUE AT NSF: MAY 11, 2001

NSF's Directorate for Education and Human Resources (EHR) is seeking qualified candidates for the position of Director, Division of Human Resource Development (HRD). A member of the EHR Directorate's leadership team, the Division Director serves the Foundation as a spokesperson on issues concerning the cultivation of a national human resource pool that is inclusive of all citizens, especially those from groups traditionally underrepresented in science, mathematics, engineering, and technology fields. The Division has a FY 2001 budget of \$90.06 million and a staff of approximately 16. Additional information about HRD programs and initiatives is provided on the NSF web site at <http://www.ehr.nsf.gov/hrd>.

Employment may be on a temporary Senior Executive Service appointment basis in the Federal Government, by temporary assignment under provisions of the Intergovernmental Personnel Act (IPA), by reimbursable detail from another Federal agency, or by other temporary mechanism. The qualification requirements are included on the reverse side of this announcement, which is also located on NSF's web site at <http://www.nsf.gov/home/menus/jobs.htm>. Information about assignment options is provided below.

- **IPA Assignment** Individuals eligible for an IPA assignment with a Federal agency include employees of State and Local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits.
- **Senior Executive Service (SES) Limited Term Appointment** Individuals may receive a temporary Federal Senior Executive Service appointment within the ES-1 to ES-4 range (currently \$120,261 to \$133,700). SES limited term appointments have a three-year maximum limit.
- **Reimbursable Interagency Detail** Federal employees may be temporarily detailed from one agency to another under an interagency agreement. Under such an agreement, the individual would retain current employment status at the home agency and NSF would provide funding toward the detailee's salary and benefits.
- **Reassignment of Current SES Member** Current career SES members may apply for reassignment or transfer, with the understanding that appointment in the Division Director role will be on a temporary basis.

Qualification requirements are included on the reverse side of this announcement. **Those interested should submit a curriculum vitae or Federal application form and a statement (letter or narrative format) addressing the executive/managerial and professional/technical qualifications and indicating preferred assignment option to the address listed below.** Applicants are also asked to complete and submit the attached NSF Form 1232, "Applicant Survey." Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

National Science Foundation  
ATTN: S20010133  
Executive Personnel and Development Branch  
Division of Human Resource Management  
4201 Wilson Boulevard, Room 315  
Arlington, Virginia 22230

Kathy Tolson, the point of contact regarding applications, may be reached at (703) 292-8755; hearing impaired individuals should call TDD on 703-292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY  
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**  
(Continued on reverse side of announcement)

## DIRECTOR, DIVISION OF HUMAN RESOURCE DEVELOPMENT (HRD)

**STATEMENT OF DUTIES:** The incumbent provides leadership and direction to the HRD Division with respect to the formulation of policies, programs and strategies to increase the participation and advancement of underrepresented groups and minority serving institutions at every level of science, mathematics, engineering, and technology education. The Division Director manages an ensemble of programs that promote racial and ethnic diversity, gender equity, and access for persons with disabilities, and assesses national needs and trends to improve teaching, learning, and research participation by individuals and institutions underrepresented in science, engineering, and technology. The Division Director provides leadership and guidance to all Division Staff; determines funding requirements; prepares and justifies budget estimates; balances program needs with allocation of resources; oversees the competitive review of proposals for funding, and recommendations for awards and declinations; fosters communication and, where appropriate, partnerships, with other EHR Divisions, NSF Directorates, Federal agencies, relevant professional societies and organizations, and the academic community at-large.

### QUALIFICATIONS REQUIREMENTS

#### Essential

#### EXECUTIVE/MANAGERIAL

1. Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of science, mathematics, engineering and technology education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization. (Leading Change)
2. Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes valuing cultural diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs in the areas of institutional capacity building and increasing the participation of minorities, women, and persons with disabilities. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex and diverse program demands within available resources in response to major changing needs involving science, mathematics, engineering and technology education. (Results-Driven)
4. Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of science, mathematics, engineering and technology education programs and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities and with representatives of formal and informal academic and institutional systems, community-based groups, and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector. (Building Coalitions/Communication)

#### Desirable

1. Demonstrated ability to exercise sound professional judgment in recommending the initiation of science, mathematics, engineering and technology education and research activities to improve access, participation, and success in the scientific enterprise of citizens and nationals drawn from underrepresented groups.
2. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

#### PROFESSIONAL/TECHNICAL

#### Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics/engineering education.
2. Recognized professional standing in the science, mathematics, engineering or educational communities as evidenced by publications and/or professional awards.
3. Knowledge of status and trends in participation in the science/mathematics/engineering/technology (SMET) workforce, as well as capabilities and efforts in the SMET community to increase diversification.
4. Demonstrated knowledge of organizations working to diversify SMET communities through addressing major issues related to access, participation, and success of underrepresented groups.

#### Desirable

1. Demonstrated broad knowledge of diverse fields of science, mathematics and technology education as they relate to the Nation's educational institutions.
2. Demonstrated knowledge and ability in grant and contract administration, fiscal management, and budget preparation involving research and/or education support activities.

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**